

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, May 5, 2011 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. County Trustee
 - A. Investment Report
 - B. Budget Amendment
3. Fund Condition Report
4. Insurance Director
 - A. Insurance Financial Report
 - B. Recommendation to Re-bid Long Term Disability
 - C. On-Site Medical Clinic
 - D. Property & Casualty Renewal
 - E. 2012 Health Insurance Premium Rates
5. General Fund Budget Amendments
 - A. Property Assessor
 - B. General Sessions Court
 - C. Pet Adoption & Welfare Services (2)
 - D. Correctional Work Center
 - E. Drug Court
 - a. Budget Amendments (2)
 - b. Two-Year Grant Contract with State of Tennessee, Office of Criminal Justice Programs
 - F. County Buildings
 - G. Employee Benefits
 - H. Sheriff's Department/Jail (7)
6. Special Purpose Fund Budget Amendment
7. Ambulance Service Fund Budget Amendment
8. Solid Waste/Sanitation Fund Budget Amendment
9. School Building Program Budget Amendments
10. General Capital Projects Fund Budget Amendment
11. 11-12 Budget Overview
12. Other Business

* * * *

To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

* * * *

cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the April 7, 2011 Budget Committee minutes will be presented for approval.
2. **County Trustee:**
 - A. Monthly Investment Report
 - B. The County Trustee will be requesting approval of the following budget amendment to provide additional funding for Data Processing Services:

From: 101-52400-435 – Office Supplies -	\$ 65
To: 101-52400-317 – Data Processing Services -	\$ 65
3. The Finance Director will be presenting the Fund Condition Report for the month ending April 30, 2011.
4. Insurance Director
 - A. The Insurance Director will be presenting the monthly insurance financial reports.
 - B. The Insurance Director will be presenting a recommendation from the Insurance to request bids for the long term disability contract to be effective January 1, 2012.
 - C. The Insurance Director will be presenting a recommendation from the Insurance Committee to award the on-site clinic services to Take Care effective September 1, 2011.
 - D. The Insurance Director will be presenting a recommendation from the Insurance Committee Regarding Property & Casualty Renewal Rates with CCMSI.
 - E. The Insurance Director will be presenting a recommendation from the Insurance Committee Regarding 2012 Health Insurance Premium Rates.
5. **General Fund Budget Amendments:**
 - A. The Property Assessor will be requesting approval of the following budget amendment to provide funding for cubical work stations to expand office work space in the Assessor's Office:

From: 101-52300-334 – Maintenance Agreements -	\$ 8,000
To: 101-52300-711 – Furniture & Fixtures -	\$ 8,000
 - B. The General Sessions Court will be requesting approval of the following budget amendment to provide funding to pay the accumulated compensatory time for an employee who has terminated utilizing available funds in the Part-Time Personnel Account:

From: 101-53300-169 – Part Time Personnel -	\$ 1,690
To: 101-53300-187 – Overtime Pay -	\$ 1,500
101-53300-204 – State Retirement -	190
 - C. The Pet Adoption & Welfare Services Director will be requesting approval of the following budget amendments to provide additional funding for Other Supplies & Materials using funds from Advertising, Medical & Dental Services, and Communications Equipment, and to provide additional funding for the Part Time Personnel Account due to using more part time personnel because of vacancies; and to provide additional funding for the Overtime Pay Account to pay the accumulated compensatory time for employees who have left employment:

From: 101-55120-302 – Advertising -	\$ 250
101-55120-340 – Medical & Dental Services -	500
101-55120-708 – Communications Equipment -	400
To: 101-55120-499 – Other Supplies/Materials -	\$ 1,150

Explanation of Agenda Items (cont'd)

From: 101-55120-164 – Attendants - \$15,300

To: 101-55120-169 – Part-Time Personnel - \$11,300
101-55120-187 – Overtime Pay - 4,000

- D. The Correctional Work Center Superintendent will be requesting approval of the following budget amendment to provide adequate funding to pay registration fees for training for the remainder of the Fiscal Year:

From: 101-54220-431 – Law Enforcement Supplies - \$ 700
To: 101-54220-196 – In-Service Training - \$ 700

- E. Drug Court:

- a. The Drug Court Coordinator will be requesting approval of the following budget amendment to provide funding to pay Overtime and the related benefits for a part time employee who worked overtime hours:

From: 101-53330-307 – Communications - \$ 69
To: 101-53330-187 – Overtime Pay - \$ 54
101-53330-201 – Social Security - 4
101-53330-212 – Employer Medicare - 1

The Drug Court Coordinator will also be requesting approval of the following budget amendment to provide additional funding for drug screens:

From: 101-39000 – Unassigned Fund Balance - \$ 3,000
To: 101-53330-499 – Other Supplies/Materials - \$ 3,000

- b. The Drug Court Coordinator will be requesting approval of a two-year grant contract with the Tennessee Department of Finance & Administration, Office of Criminal Justice Programs in the amount of \$100,000 with no local matching funds required. This grant has been previously received.

- F. The Finance Director will be requesting approval of the following budget amendment for the County Buildings Department to provide adequate funding for the Employee Insurance using available funds in the Employee Insurance pool in the Employee Benefits category:

From: 101-58600-205 – Employee Benefits/Employee Ins - \$ 1,770
To: 101-51800-205 – County Buildings/Employee Ins. - \$ 1,770

- G. The Finance Director will be requesting approval of the following budget amendment to provide adequate funding to cover the retiree's health insurance matching for the remainder of the Fiscal Year:

From: 101-58600-205 – Employee Insurance - \$13,500
To: 101-58600-299 – Other Fringe Benefits - \$13,500

- H. The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue from Other Governments Contracted Services and a contribution of \$40 to be appropriated for In-Service Training; to recognize revenue from Clark Metal to be appropriated for Maintenance and Repair Buildings; to transfer within the budget for In-Service Training; to recognize revenue from contributions to be appropriated for Office Supplies:

Explanation of Agenda Items (cont'd)

Increase Revenue:	101-48140 – Contracted Services -	\$ 80
	101-44570 – Contributions/Gifts -	40

Increase Expend.:	101-54110-196 – In-Service Training -	\$ 120
-------------------	---------------------------------------	--------

Increase Revenue:	101-44145 – Sale of Recycled Materials -	\$ 317
Increase Expend.:	101-54210-335 – Jail/Maint. & Repair Bldg.	\$ 317

From:	101-54110-505 – Judgments -	\$ 4,000
To:	101-54110-196 – In-Service Training -	\$ 4,000

Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 175
Increase Expend.:	101-54110-435 – Office Supplies -	\$ 175

From:	101-34525 – JWC – Restricted for Public Safety -	\$56,540
To:	101-54210-707 – Jail/Building Improvements -	\$56,540

From:	101-54210-336 – Jail/Maint. & Repair Equipment -	\$ 7,500
To:	101-54210-709 – Data Processing Equipment -	\$ 7,500

Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 100
Increase Expend.:	101-54210-499 – Jail/Other Supplies & Mat.	\$ 100

6. The Sheriff's Department will be requesting approval of budget amendments for the DEA Fund.

7. Ambulance Service Fund Budget Amendments:

The Finance Director will be requesting approval of the following budget amendment for the Ambulance Service Fund to provide funding for Unemployment Compensation for the remainder of the Fiscal Year:

From:	118-55130-133 – Paraprofessionals -	\$ 2,300
To:	118-55130-210 – Unemployment Compensation -	\$ 2,300

8. The Finance Director will be requesting approval of the following budget amendment for the Solid Waste/Sanitation Fund to recognize insurance proceeds received from a truck which was totaled, and to appropriate the insurance proceeds to Judgments in order to make a transfer to the Self-Insurance Fund to be applied for the payment of liability claims:

Increase Revenue:	116-49700 – Insurance Recovery -	\$29,850
Increase Expend.:	116-58900-505 – Judgments -	\$29,850

9. The Director of Schools will be requesting approval of the following School Building Program budget amendments to provide \$350,000 for the design for both phases of the Eagleville School additions amending \$250,099 in savings from the Oakland Middle School Project and \$99,901 from the Whitworth Buchanan Middle School Project. Approval will also be requested to amend \$59,184 from the Campus School Renovation budget to the new elementary school's budget for architect's fees:

From:	Oakland Middle School -	\$250,099
	Whitworth Buchanan Middle School -	99,901

To:	Eagleville Addition -	\$350,000
-----	-----------------------	-----------

From:	Campus School Renovation -	\$ 59,184
To:	New Elementary School -	\$ 59,184

Explanation of Agenda Items (cont'd)

10. The County Clerk Smyrna Project was closed on February 11 with a transfer of \$4,005 to the Jail Expansion/Renovation Project. An invoice has been received from the architect for the County Clerk Smyrna Office in the amount of \$424. The Finance Director will be requesting approval of the following General Capital Projects Fund amendment to transfer \$424 back to the County Clerk Smyrna Office Project from the Jail Expansion/Renovation Project to cover the invoice:
- | | | |
|------------------------------------|----|-----|
| From: Jail Expansion/Renovation - | \$ | 424 |
| To: County Clerk – Smyrna Office - | \$ | 424 |
11. The County Mayor and the Finance Director will be presenting an overview of the 2011-12 budget including the Mayor’s recommendations.
12. Other Business.